

Summary of Policy Revisions as of July 1, 2019 (*revised August 1, 2019*)

The following policies are revised, effective July 1, 2019. One revision changes the name of the Maryland State Law Library to the Thurgood Marshall State Law Library. Other revisions include: minor grammatical revisions; and a revision to the definition of overtime in the Policy on the Family and Medical Leave Act, Section (b)(7).

- Americans with Disabilities Act
- At-Will Employment
- AWS
- Disciplinary Actions
- Educational Assistance
- Employment of Relatives
- Family and Medical Leave Act
- Grievances
- Other Employment and Outside Activity
- Parental Leave
- Performance Appraisal
- Prohibiting Discrimination, Harassment, and Retaliation
- Recruitment, Examination, Selection, and Probation
- Religious Accommodation
- Separation from Employment
- Standards of Conduct
- Substance Abuse
- Temporary Employment
- Whistleblower Protections

The following policies that were revised effective June 1, 2019 included the above referenced revision to the library's name:

- Leave
- Classification and Compensation
- Telework
- Confidentiality

The Policy on Classification and Compensation is revised, effective July 18, 2019.

- Section (c)(5)(A): added subsection (v). Allows for a salary reduction greater than 6% for reinstatements if an internal salary equity issue is created by a 6% reduction in salary.
- Section (c)(15)(A): added subsection (iv). Allows for a salary reduction greater than 6% for demotions if an internal salary equity issue is created by a 6% reduction in salary.

Policy Revisions effective August 1, 2019

The Policy on Standards of Conduct

- Section (d)(13)(B): added paragraph (B). The new paragraph prohibits employees from removing miscellaneous items from the premises, such as clerical items, kitchen supplies, and restroom products.
- Section (d)(16)(B): added “Employees shall not exhibit extreme or unnatural hair colors, whether in whole, highlights, or streaks, such as, but not limited to: blue; burgundy; green; orange; pink; purple; or any derivative colors in the same family of hues; or unnaturally bright, or florescent colors, of any shade.
- Section (d)(13)(C): added language to the paragraph that strengthens the administrative head’s authority in enforcing the policy and establishing professional appearance standards for the workplace.

The Policy on Disciplinary Actions

- Section (g)(1)(B): revised from “[t]heft of Judiciary property of a value greater than \$100” to “. . . with a value of \$100.00 or greater.”
- Section (g)(2)(E): New language. “Theft of Judiciary property with a value of less than \$100.00.”

The Policy on Telework

The most significant revisions are:

- Telework is to be approved only: in the event of an office closing due to inclement weather; a Judiciary emergency or disaster as declared by the Chief Judge of the Court of Appeals; or on an ad hoc basis as determined by the administrative head in situations when it is the most effective and efficient use of an employee’s time and beneficial to operations.
- An employee may be required to telework in any of the above situations, without the employee’s consent.
- An employee shall not have a telework arrangement that allows the employee to telework on a regularly scheduled basis. However, it is possible that an employee who has such a telework agreement on the effective date of this policy may renew the agreement at the discretion of the administrative head. The administrative head is not obligated to renew a current telework agreement.

Please contact JaCina Stanton, Manager of Employee Relations and ADA Compliance, if you have any questions. She can be reached at 410-260-1264, or at jacina.stanton@mdcourts.gov.